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1987 UNOPA Constitution & Bylaws, Revised May

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NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Constitution and Bylaws

Article I -- Name

The name of this organization shall be the Nebraska Educational Office Personnel Association, hereinafter referred to as the "Association."

Article II -- Purpose

The purpose for which the Association is formed shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the schools, state, and community. To this end the Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas, and ideals within our educational system.

Article III - Emblem

Section 1.

The emblem of the Association is shaped in a full circle, divided by five spokes, on which are inscribed ACTIVITY, KNOWLEDGE, EXPERIENCE, PERFORMANCE, AND PROFESSIONAL. A map of Nebraska is placed in the center.

Section 2.

Ownership of the emblem and all publications shall be vested irrevocably in the Association, its successors or assigns.

Article IV -- Membership

Section 1.

All persons engaged in secretarial, clerical, or managerial work, or organizations in the educational system of the State of Nebraska shall be eligible for membership.

Section 2.

Membership shall be of four classes: active, honorary, retired, and associate.

Section 3.

Active members who are current with the payment of their dues shall be entitled to vote, to hold office, and to participate in all activities of the Association.

Section 4.

Honorary membership may be conferred by the Executive Board by unanimous vote of all Executive Board members upon persons in recognition of outstanding service to the Association. Honorary members shall be exempt from paying dues and shall have all privileges of active members except those of holding office, making motions, and voting.

Section 5.

Retired members may maintain their affiliation by paying annual dues. Registration fee for Annual Spring Meetings and Fall Workshops shall be the member fee. Retired members shall have all the privileges of active members except those of holding office, making motions, and voting.

Section 6.

Associate members are those who are no longer engaged in educational work but desire to keep in touch with the Association. They pay annual dues and have all the privileges of active members except those of holding office, making motions, and voting.

Section 7.

Full membership privileges in this Association shall terminate upon failure to pay dues, upon resignation, or upon withdrawal from employment as educational office personnel.

Section 8.

Full membership shall be restored to a member who returns to work in the educational system within the fiscal year of a resignation or withdrawal from employment.

Section 9.

The annual dues for all classes of members shall be established by the membership.

Article V -- Meetings

Section 1.

The Annual Meeting of the Association shall be called in the spring of the year at the discretion of the Executive Board. Workshop(s) shall be held in the fall of the year.

Section 2.

Ten percent of the Association membership shall constitute a quorum for the Annual Meeting.

Section 3.

The order for transaction of business for regular meetings of the Association shall be as follows:

1. Call to Order
2. Approval of the Minutes
3. Communications
4. Report of Treasurer
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment

Section 4.

Special meetings of the membership may only be called by a two-thirds favorable vote of the Executive Board.

Section 5.

Notice of regular and special meetings shall be mailed in sufficient time to reach each member at least two weeks in advance of such meeting.

Section 6.

A minimum of two meetings of the Executive Board shall be held during each fiscal year. Special meetings of the Executive Board may be called at the discretion of the President. Mileage, the rate to be set by the Executive Board, shall be paid to those members of the Board attending board meetings, and also chairmen of standing and/or special committees when requested to attend the Executive Board meetings.

Section 7.

To make for a smoother transition, the past Executive Board shall attend the first meeting of the newly installed Executive Board. The retiring Executive Board shall give to their counterparts their books, records, and reports. Mileage shall be paid, the rate to be set by the existing Executive Board, to the past Executive Board, as well as the present Executive Board. The past Executive Board shall have no vote.

Article VI -- Executive Board

Section 1.

The Executive Board shall consist of the officers and the immediate Past President.

Section 2.

A majority of members of the Executive Board shall constitute a quorum for the transaction of business.

Article VII -- Officers

Section 1.

The officers of the Association shall be President, President Elect, Vice President, Secretary, and Treasurer. All shall be active members of the State and National Associations; shall be installed at the Annual Spring Meeting; and shall assume office at the beginning of the fiscal year.

Section 2.

No officer may hold the same office for more than two consecutive terms. "Term" of office shall be one year.

Section 3.

The President Elect shall succeed to the office of President upon the termination of the President's term of office.

Article VIII -- Duties of Officers

Section 1.

The President shall preside at all meetings of the Association and of the Executive Board; shall call all special meetings; and shall appoint committees as indicated in Article X. The President shall be an ex-officio member of all appointed committees.

Section 2.

The President Elect shall perform the duties of the President in the event of the President's absence and shall act as Chairman of the Membership Committee. In the event of a vacancy in the office of President, the President Elect shall become President and shall assume the duties and authority of the office for the unexpired term plus one year.

Section 3.

The Vice President shall serve as Chairman of the Meetings Coordinating Committee and liaison between host groups and the Executive Board; and shall act as Historian and maintain the Association's scrapbook. In the absence of the President and President Elect, the Vice President shall be the presiding officer. The Vice President shall fill the unexpired term of the President Elect should a vacancy occur, whereupon the office of President Elect will be filled by ballot at the next election.

Section 4.

The Secretary shall keep an accurate record of the proceedings of the Association and of the Executive Board. The Secretary shall send a copy of the minutes of each meeting to each member of the Executive Board within two weeks after the meetings; shall secure from the Treasurer a list of current members of the Association prior to the end of the year; shall conduct the correspondence of the Association as directed by the President or Executive Board; and at the end of the fiscal year shall duplicate all records and send to the State Historical Society, 15th and "R" Streets, Lincoln, Nebraska, to be placed on file for permanent record.

Section 5.

The Treasurer shall deposit the funds as the Executive Board directs and shall disburse them only upon a written order drawn and signed by the president. The Treasurer shall transfer money to and from the Savings Account as necessary. The Treasurer shall receive all dues and issue membership receipts and shall give a financial report at each meeting of the Association. The accounts of the Treasurer shall be audited at the close of each fiscal year by the Audit Committee. The Treasurer shall also furnish the Secretary with a list of current members of the Association prior to the end of the fiscal year.

Section 6.

The Executive Board shall assist in preparing programs of the meetings of the Association and shall perform such other duties as may be imposed upon it by the organization.

Article IX -- Elections

Section 1.

The Nominating Committee shall present a ticket to the Executive Board after the candidates have been declared eligible by the Membership Committee and have signified their willingness to run for office. The ballots containing these nominations shall be mailed to each active member of the organization thirty days before the Annual Spring Meeting. Names of other candidates may be written in. The ballot shall be officially closed by the fifteenth day prior to the Annual Spring Meeting, and all ballots shall be returned to the Chairman of the Nominating Committee on or before that date. A list of the persons elected shall be sent to all candidates prior to the installation.

Section 2.

Election shall be by written ballot. A majority of all votes cast shall be necessary to elect.

Section 3.

A vacancy occurring during the year in any office except President Elect shall be filled by appointment made by the President and approved by the Executive Board.

Section 4.

The name of a member of the Nominating Committee may not be placed on the ballot any year in which the person serves on the Committee.

Article X -- Committees

Section 1.

The Association shall have Standing Committees as follows: Membership, Newsletter, Nominating, Audit, Finance, Professional Standards, Constitution and Bylaws, Field Service, Employee of the Year, Ways and Means, Meetings Coordinating, Scholarship and Publicity.

Section 2.

The President, with the approval of the Executive Board, shall appoint annually the Standing Committees and such other committees as are deemed beneficial to the function of the Association.

Article XI -- Duties of Committees

Section 1.

- A. Membership Committee - The President Elect shall serve as the Chairman of the Membership Committee, which shall promote increasing Association and National membership and shall pass on the eligibility of members to vote.
- B. Newsletter Committee - The Newsletter Committee shall have as its Chairman the editor of the NEOPA Newsletter. The Committee shall be responsible for publishing the NEOPA Newsletter. The Newsletter shall carry news of Association members; proclaim professional achievements; distribute pertinent information; encourage members to participate in professional activities; and promote the welfare of educational office personnel.

- C. Nominating Committee - The Nominating Committee shall comply with the regulations provided in Article IX. This Committee shall submit its report to the Executive Board. It shall be composed of three members, the Immediate Past President and two from the membership at large.
- D. Audit Committee - The Audit Committee shall audit the accounts of the Association at the close of each fiscal year and shall submit its report to the Executive Board. This Committee shall be composed of two members.
- E. Finance Committee - The Finance Committee shall have general charge of the budget of the Association and shall submit an annual budget to the Executive Board for approval. The Committee shall allow in the budget an item in the amount stipulated by the National Association of Educational Office Personnel as an affiliation fee in the National Association. The Committee shall consist of three members, one of whom shall be the treasurer.
- F. Professional Standards Committee - The Professional Standards Committee shall encourage participation in the Professional Standards Program of the National Association of Educational Office Personnel and extend assistance to the members in their procurement of certification.
- G. Constitution and Bylaws Committee - The Constitution and Bylaws Committee shall review the Constitution and Bylaws each year before the Annual Spring Meeting and present their recommendations to the Executive Board.
- H. Field Service Committee - The Field Service Committee shall promote the Association, professionalism of educational office personnel (working closely with the Professional Standards Committee), and inservice sessions and/or workshops at the state and local levels. The immediate Past President shall serve as Chairman of the Field Service Committee.
- I. Employee of the Year Committee - The Employee of the Year Committee shall promote participation in, receive nominations, and oversee the selection of an outstanding Association member to be recognized at the Annual Spring Meeting. This is not an automatic annual award. If there are no nominations, or if there are no suitable candidates nominated, the award will not be presented.
- J. Ways and Means Committee - The Ways and Means Committee shall plan (with Executive Board approval) and execute projects for the purpose of raising extra funds to be used by the Association. One-half of this revenue generated is designated for the Scholarship Fund.

K. Meetings Coordinating Committee - The Meetings Coordinating Committee shall consist of three members, working closely with the President and the meeting host groups. This Committee shall plan in advance for meeting sites and dates. The Vice President shall serve as Chairman of this Committee, along with two members who shall be rotating, serving for two years, one member being appointed each year by the President.

L. Scholarship Committee - The Scholarship Committee shall promote participation in, receive applications for, and oversee the selection of a recipient for the NEOPA Scholarship to be recognized at the Annual Spring Meeting. The Committee shall also provide the NEOPA Scholarship winner with the forms for the NAEOP Marion T. Wood Scholarship, and work with the NEOPA President in meeting the deadline for this scholarship.

M. Publicity Committee - The Publicity Committee shall see that newspapers, radio and television stations and other publicity media are given information as the activities of the Association warrant. Publicity should be given for state meetings and awards received by state members and local associations.

Section 2.

The chairman of each committee shall submit a yearly report, in writing, at the Annual Spring Meeting.

Article XII -- Parliamentary Authority

All meetings shall be conducted according to parliamentary procedures as set forth in Robert's Rules of Order, Newly Revised.

Article XIII -- Amendments

Amendments to the Constitution and Bylaws shall be submitted in writing to the President sixty days prior to the annual meeting. Proposed amendments must be presented to the Executive Board, on whose recommendation the amendments shall be submitted in writing to the membership in advance of the Annual Spring Meeting. A two-thirds favorable vote of members voting is required for approval. The amendments shall become effective immediately following their adoption.

Adopted June 12, 1964

Revised October 1966, October 1969, April 1970, May 1972, April 1973, April 1974, May 1976, May 1977, May 1978, April 1979, May 1980, April 1982, April 1984, April 1985, April 1986, April 1988

Standing Rules

1. The dues for each fiscal year, June 1 through May 31, shall be determined upon adoption of a budget for the next fiscal year at the Annual Spring Meeting. Current annual dues are \$10.00 for active members, \$2.00 for retired members, and \$5.00 for associate members.
2. Registration fees for nonmembers attending the Annual Spring Meeting and the Fall Workshop shall be \$2.50 more than the registration fee paid by Association members. Individuals must be a member of NEOPA by October 15 in order to attend the Fall Workshop at the member registration fee.
3. Registration fees for the Annual Spring Meeting and the Fall Workshop shall be set at a rate to cover the estimated expense. Any monies in excess of expenses shall be sent directly to the Treasurer of the Association within sixty days.
4. The newly installed President Elect shall be the delegate to attend the Annual Meeting of the National Association of Educational Office Personnel. If the President Elect cannot attend, the Executive Board will choose an alternate. The expenses of the delegate shall be reimbursed as follows: registration - full; transportation - maximum of coach air fare; lodging - maximum of five nights at maximum cost of \$25.00 per night; meals - maximum of \$50.00 for three specific functions -- Advisory Council luncheon (\$10), PSP Banquet (\$20), Installation Banquet (\$20).
5. The Association will present a gavel guard and chain to the retiring President at the Annual Spring Meeting. The Treasurer shall be responsible for securing the gift. The incoming President will present the gavel guard to the retiring President immediately after the retiring President has presented the gavel to the incoming President.
6. The immediate Past President keeps the Past President's plaque for one year. Before the Annual Spring Meeting, the immediate Past President shall have the plaque engraved with the retiring President's name and year of office. The immediate Past President shall present the plaque to the retiring President at the Annual Spring Meeting.
7. Each year \$100 shall be included in the Association's fiscal budget for the NEOPA Scholarship.